

FY-1985 Staff and Division Objectives for Office of Logistics

Five-Year Plan

New Building Project Office (NBPO)

*New Bldg.
Cont.*

- Consolidate Agency Metropolitan Washington Area Activities* ✓
- Develop Professionalism Program Within Office of Logistics for both Blue and White Collar Workers* ✓

Information and Management Support Staff (IMSS)

- Establish Overseas Personal Computer Capabilities*
- Develop and Implement the Logistics Integrated Management System (LIMS) ✕

Personnel and Training Staff (P&TS)

- Reorganization of P&TS (based on plan presented to DD/L on 28 September 1984)
- Upgrade of OL Personnel Soft Files

Procurement Management Staff (PMS)

- Convert General Provisions Used in Agency Contracts from DAR to FAR*

Headquarters Operations, Maintenance, and Engineering Division (HOME)

- Renovate and Refurnish Courier Lounge Within the Mail and Courier Section
- Upgrade Exhibit Corridor (1D HQ) with Safer, Sturdier Equipment
- done ✓* - Find an Alternate Storage Location Near the Headquarters Compound for BSS Bulk Paper Supplies and Allied Contractor Expendable Supplies
- Hire Cooperative Students for Training in the EDR
- Establish a Configuration Management System *office*
- Implement Corrective Action to Customer Surveys in HOME*
- Procure and Install an Automatic Courier Receipt Filing, Tracing, and Retrieval System as well as the Codeword Accountability System for the M&CS*

* Carried over from FY 1984.

- Check*
- Institute a Program to Have Personnel in Agency Buildings Take More Pride in their Working Areas and Buildings
 - Resolve the Problem of the DCI Portraits*
 - Implement the DDA's Quality of Life Program at Headquarters Building*
 - ~~Resolve Issues of~~ *implemented for* Agency Takeover of M&O of Headquarters Facilities from GSA*
 - Develop and implement a storage and materials handling plan that will eliminate use of public corridors and hallways in the Headquarters building for storage use.
 - Develop an overall HOME services guide for personnel assigned to the Headquarters compound.
 - Develop a division-wide/Allied Corporation integrated office management system for optimum use of Wang processing capabilities.
 - Establish a standard selection of modular office furniture to replace gray metal furniture and meet word/data processing needs. *young wife Naps*

Printing and Photography Division (P&PD)

- Complete Implementation of P&PD Prepress System Basic Operating Capability (2-year project)*
- Develop and Implement an Automated Maintenance System for P&PD
- Evaluate Feasibility of an Automated Waste Paper Disposal System
- Explore Optical Digital Data Disk (OD³) Requirements and Capabilities
- Evaluate the Feasibility of Expanding P&PD Video Support to the Intelligence Community by Making Foreign Standards Conversion Service Available
- Continuation of Quality Circles Program*

Procurement Division (PD)

- Improve Vendor Delivery
- Enhance Current Efforts to Reduce Contract Settlement Backlog

Real Estate and Construction Division (RECD)

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- ~~Seek a Policy Statement from the DCI to Provide for Direct Leasing of All Real Property Required for Agency Use~~
 - In Conjunction with NBPO and HOME, Ascertain which Leased Buildings will be Retained/Relinquished and Proposed Agency Occupants Thereof Once New Headquarters Building is Complete
 - Conduct the Necessary Planning and Contract for the Acquisition, Design, and Direct Construction Modification to External Buildings to be Retained
 - Continue with Staffing of DDO Requirements/Implementation Facilities Group

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- STAT
- Continue with Design and Major Construction for General Upgrading and Expansion
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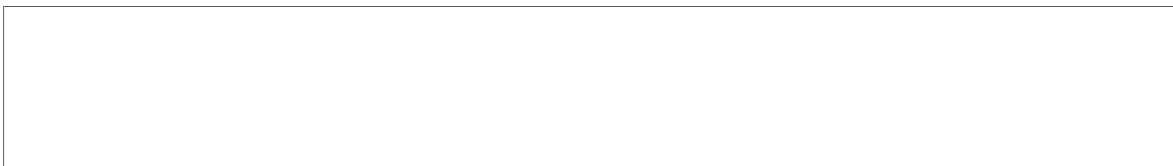
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- Automate and Modernize RECD with Wang Equipment and Systems Furniture

Supply Division (SD)

Update GSA-Leased Vehicle Inventory and Establish Vehicle Records in the FARS Minicomputer System for Financial Tracking in Conjunction with OF*

- Establish In-house Wang Program for Control of Shipping Indicators
- Establish a Data Base in Wang VM to Utilize as a Master Station list in P&PS/CD Detailing All Pertinent Shipping, Marking, and Packing Specifications

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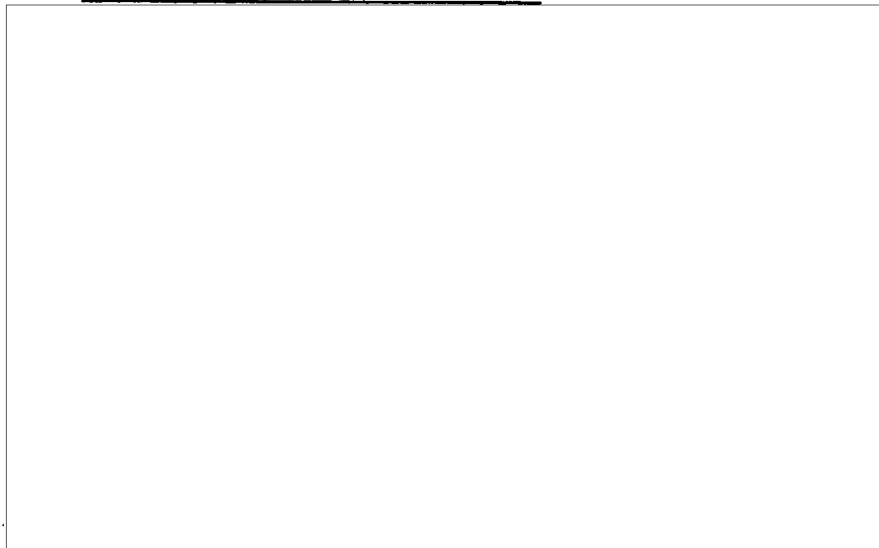
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OFFICE OF LOGISTICS
ANNUAL PLANNING CONFERENCE
10 and 11 OCTOBER 1984

FOR YOUR INFORMATION

1. CONFERENCE ATTENDEES ARE:

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2. All Conference attendees will quarter in the "Farmers House" (see attached map). Room assignments will be made at check-in.
3. All conference sessions will be held in the "Tack Room" conference building (see attached map).
4. Travel to Airlie will be by POV and carpooling is encouraged. For those who plan to drive, a domestic travel order should be filed prior to departure. For the purpose of travel planning, the following represents the actual travel distance:

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5. Support equipment and supplies, i.e., overhead projector, slide projector, briefing easels, paper, etc., will be provided.

6. MAIL AND TELEPHONE MESSAGES

Outgoing mail is picked up at the Airlie House Front Desk daily at 0815. Incoming mail is received at the Front Desk at 1200.

Routine telephone messages are held at the Front Desk and picked up by the conference coordinator twice daily. Emergency messages will be delivered directly to the conference room or conferee's quarters. The telephone number for messages is 703-347-1300.

7. PUBLIC TELEPHONE STATIONS are located in the Airlie House lounge and lobby; Carriage House; and Silo House.

8. SOCIAL ACTIVITIES

The Stable Tavern is open daily from 17³⁰00 to 2330. Sandwiches, beer, wine and cocktails are available at the bar on a cash basis.

9. MEALS

Meals are served in the Airlie Room, Airlie House, on the following schedule:

Breakfast:	0800
Luncheon:	1230
Dinner:	1830

(Guests are requested to wear jackets to the evening meal.)

10. RECREATIONAL ACTIVITIES

Airlie offers the following recreational activities:

Skeet Shooting	\$15.00/round
Steam Room	\$ 2.50/hour
Sauna	\$ 2.50/hour
Shuffleboard	\$ 2.00/hour
Tennis racquet	\$ 2.50/hour
Fishing pole and lure	\$ 2.00/hour
(no charge with own equipment)	
Swimming	No Charge

Arrangements for recreational activities can be accomplished through your conference coordinator.

11. SUNDRIES

The Airlie Country Store (located next to the Tack Room conference facility) is open from 0800 to 1700 daily.

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